



Position Description

Careers at Saint Louis Park Public Schools

We are an exciting academically focused urban District serving all students from diverse backgrounds. SLP is a vibrant growing organization and a leading employer in the area. Are you up for a challenge to impact the future? Would you like to join a team of the best, the brightest and most caring people to find bold new ways to serve approximately 5000 students and their families? You'll find opportunities to grow and develop as we work together to learn together to create the environment that creates learning for staff and the students we serve. Are you ready? It's time to do your life's best work with us.

Title: Superintendent of Schools

Department: Superintendent Office

Group: Superintendent

Reports to: Board of Education

DBM Classification: F-10-2.

Prepared Date: February 2017

SUMMARY OF RESPONSIBILITIES

The Superintendent shall be the Chief Executive Officer (CEO) of the District. The Superintendent is responsible for the effective operation of the District; general administration of all instructional, business or other operations of the District; and for advising and making recommendations to the Board of Education with respect to such activities. She/he shall perform all the duties and accept all of the responsibilities usually required of a Superintendent as prescribed by the Education Laws of Minnesota, the rules and regulations of the Board of Education, laws and regulations of the United States, statutes of Minnesota, and the policies, rules, and regulations established by the Board of Education.

DUTIES AND RESPONSIBILITIES

- Keep the Board informed of the condition of the District's educational system; assure effective communication between the Board and the staff of the school system. Relay all communications by the Board regarding personnel to District employees and receive from all school personnel any communications directed to the Board.
- Prepare the agenda for Board meetings, in consultation with the Board. Prepare and submit recommendations to the Board relative to all matters requiring board action, placing before the Board such necessary and helpful facts, information, and reports as are needed to insure the making of informed decisions.
- Submit to the Board a clear and detailed explanation of any proposed procedure that would involve either departure from established policy or the expenditure of substantial sums.
- Develop and recommend to the Board objectives of the educational system; see to the development of internal objectives which support those of the Board.

- Develop and recommend to the Board long-range plans consistent with population trends, cultural needs, and the appropriate use of District facilities, and see to the development of long-range plans which are consistent with Board objectives.
- See to the development of specific administrative procedures and programs to implement the intent established by Board policies, directives and formal actions.
- See to the execution of all decisions of the Board.
- See that sound plans of organization, educational programs and services are developed and maintained for the Board.
- Maintain adequate records for the schools, including a system of financial accounts, business and property records, personnel records, school population and scholastic records. Act as custodian of such records and all contracts, securities, documents, title papers, books of records, and other papers belonging to the Board.
- Be directly responsible for news releases and/or other items of public interest emanating from all District employees that pertain to education matters, policies, procedures, school related incidents or events. Approve media interviews of this nature with District employees.
- Provide for the optimum use of the staff of the District. See that the District is staffed with competent people who are delegated authority commensurate with their responsibilities. Define the duties of all personnel.
- See that appropriate in-service training is conducted. Ensure that employees of the District to attend such regular and occasional meetings as are necessary to carry out the educational programs of the District.
- Recommend the appointment, discipline or termination of employment of the administrators, teaching staff and all other employees of the District.
- Ensure the development throughout the District of high standards of performance in educational achievement, use and development of personnel, public responsibility, and operating efficiency.
- Ensure the effective relations with employee organizations are maintained, assume ultimate responsibility for collective negotiations with employees of the District
- Ensure the development, authorization, and the maintenance of an appropriate budgetary procedure is properly administered. Prepare the annual proposed budget and submit it to the Board by July 1 or at such earlier date as is necessary to provide an adequate opportunity for the Board's discussion and deliberation.
- See that all funds, physical assets, and other property of the District are appropriately safeguarded and administered.
- File, or cause to be filed, all reports, requests and appropriations as required by various governing bodies and/or Board policies.
- Establish and maintain liaison with community groups which are interested or involved in the educational programs of the District.

- Establish and maintain liaison with other school districts, the State Education Department, colleges and universities, and the U.S. Department of Education and other appropriate organizations.
- Act on own discretion in cases where action is necessary on any matter not covered by Board policy or directive. Report such action to the Board as soon as practicable and recommend policy in order to provide guidance in the future.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of school finance.
- Operations, functions and administrative aspects of the district.
- Organizational theory and development.
- School Board governance principles, practices and requirements.
- Leadership and management theory.
- Learning processes, models, theories, and educational technologies, trends and best practices.
- Measurement and assessment principles, concepts, methods and techniques.
- Relevant laws, rules, guidelines and requirements impacting educational programs, services, funding and school finance.
- Human relation and team building skills.
- Defining, reasoning and problem solving skills.
- Oral and written communications.
- Public relations skills.
- Curriculum and instruction planning and implementation including data analysis and research skills used in the assessment and evaluation of educational programming.
- School and school District administration.
- Supervising, motivating, delegating authority, mentoring and monitoring administrators and directors in the conduct of their organizational responsibilities
- Developing and presenting complex and diverse issues, proposals and concepts in an understandable manner.
- Planning, directing and implementing educational and instructional programs.
- Conducting public relation activities both inside and outside of the organization.
- Administering, and overseeing the planning, monitoring and budgeting for educational and administrative programs/needs.

SUPERVISORY/RELATIONSHIPS RESPONSIBILITIES

The superintendent observes and conducts the following relationships:

Board of Education

- As chief executive officer, be accountable to the Board of Education, as a Board, for the administration of the educational system and for the interpretation and fulfillment of the aforesaid functions, primary activities and responsibilities.
- Attend, or have a representative attend, all meetings of the Board.
- Represent the District as the chief executive officer in dealings with other school systems, professional organizations, business firms, agencies of government and the general public.
- Report directly to the Board of Education, as a Board, and as required to all appropriate governmental agencies.
- Act as reference agent for problems brought to the Board.
- Work with the Board of Education to develop appropriate programs and policies, upon either the recommendation of the superintendent or the initiative of the Board of Education.

Administrators

- Directly oversee the work of other central office personnel.
- Hold regular meetings with Building Principals, Coordinators/Directors and all other administrators to discuss progress and educational problems facing the District.
- Direct the operations and activities of administrators; see that they effectively guide and coordinate the operations and activities of the educational system; secure their assistance in formulating internal objectives, plans and programs; evaluate their job performance; and stand ready at all times to render them advice and support.
- Approve the vacation schedules for administrators; and be personally responsible for all evaluations of administrators.

Others

- Work with other Board employees and advisors, including auditors, architects, attorneys, consultants and contractors.
- Hold such meetings with teachers and other employees as is necessary for the discussion of matters concerning the improvements and welfare of the schools. Represent the District in collective negotiations with recognized or certified employee organizations.
- Attend, or delegate a representative to attend, all meetings of municipal agencies or governmental bodies at which matters pertaining to the public schools appear on the agenda.

- Represent the District before the public, and maintain, through cooperative leadership, both within and without the District, such a program of public relations as may keep the public informed as to the activities, needs and successes of the District.
- Receive all complaints, comments, concerns and criticisms regarding the operation of the District from the public, employees of the District, students and Board members.

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk; and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and lift and/or move up to 10 pounds. Specific vision abilities required by this job include close and the ability to adjust focus.

WORK ENVIRONMENT

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

EDUCATION and/or EXPERIENCE

- Requires Bachelor's degree in education.
- Master's degree in education.
- Minimum of eight years supervisory and educational leadership experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- A School Superintendent's license or credential

Diversity creates a healthier atmosphere

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other protected characteristics.